

COUNTY OF SAN BERNARDINO
DEPARTMENT OF COMMUNITY DEVELOPMENT AND HOUSING

**CDBG PROGRAM GUIDELINES
2008-2009 PROGRAM YEAR**

WHAT IS CDBG?

In 1974, the federal government enacted the Federal Housing and Community Development Act. Title I of the Act combined several funding programs into a single program called "Community Development Block Grant" (CDBG). Congress designed the CDBG program to enhance and maintain the viability of urban communities. The CDBG program accomplishes these goals by providing decent housing, suitable living environments and expanded economic opportunities; principally for low-and moderate-income persons. The U.S. Department of Housing and Urban Development (HUD) administers the CDBG program through state and local governments.

Communities receiving CDBG block grants are free to develop their own programs and funding priorities based on local community development needs. However, these "entitlement communities" must promote the **national CDBG objectives** by giving the highest funding priority to activities which benefit low-and moderate-income persons, or which aid in the elimination and prevention of slums and blight. Under certain circumstances, CDBG funds may be used as needed to address an immediate threat to public health and safety. CDBG activities must adhere to federal eligibility requirements to ensure consistency with the national objectives. (See CDBG Project Eligibility)

THE COUNTY CDBG PROGRAM

The County of San Bernardino receives annual CDBG entitlement funding as an "urban county," responsible for implementing a CDBG program for the unincorporated areas of the County and the thirteen (13) cities that cooperate in the County CDBG Program.

Proposals for County CDBG Program funding must benefit residents of one, some or all of the following County-CDBG Program-Communities:

Adelanto	Highland	Twentynine Palms
Barstow	Loma Linda	Yucaipa
Big Bear Lake	Montclair	Town of Yucca Valley
Colton	Needles	All Unincorporated Areas
Grand Terrace	Redlands	

There are eleven (11) cities in San Bernardino County that receive and administer their own CDBG entitlement grants from HUD. As such, these cities, referred to as metropolitan cities, do not cooperate as part of the County's CDBG Program. The metropolitan cities are:

Town of Apple Valley	Hesperia	San Bernardino
Chino	Ontario	Upland
Chino Hills	Rancho Cucamonga	Victorville
Fontana	Rialto	

Please do not submit a proposal for County CDBG funding of a project benefiting residents of any of the eleven metropolitan cities. Such proposals should be directed to the metropolitan city's CDBG program.

CDBG PROJECT ELIGIBILITY

Federal regulations define the parameters for using CDBG funds according to the national objectives. They also specify eligible program activities. Copies of these regulations are available from CDH upon request.

- n **Eligible activities** include acquisition of real property for an eligible use, construction and rehabilitation of public facilities, demolition and clearance of deteriorated buildings, community services for low-and moderate-income persons or households, removal of barriers that restrict the mobility of elderly and severely disabled adults, and special economic development activities.
- n **Ineligible activities** include construction of religious facilities or government buildings, new housing construction, equipment purchases, maintenance and operation expenses, political or religious proselytizing, and fund raising.

THE PROPOSAL REVIEW PROCESS

The County's 2008-09 CDBG program year will begin on July 1, 2008 and will end June 30, 2009.

- n Construction project proposals will not be accepted as complete without a properly executed Maintenance and Operation Commitment form (page 7 of 9) and an Estimated Annual Maintenance and Operation Budget Form (page 8 of 9). These elements of the proposal provide assurances of long-term benefits of CDBG-funded improvements. Federal regulations do not permit the use of CDBG funds for facility maintenance and operation costs.
- n Public service proposals require signed acknowledgment that insurance coverage, including, but not limited to Workers Compensation, General Liability, Automobile Liability, and Errors and Omissions or Professional Liability, will be required before CDBG funds can be made available to approved projects.
- n County staff will review all proposals for eligibility and consistency with the national CDBG objectives and the strategies and goals of the adopted Consolidated Plan. Eligible proposals will be forwarded to the appropriate authority for funding priority ranking/recommendations.
- n County-CDBG-cooperating cities will receive copies from CDH of all proposals identifying their city as a benefit area and requesting CDBG funding for that area. Each city will hold a public hearing to prioritize proposals and recommend funding levels to the Board of Supervisors.
- n CDH will coordinate with community and County agencies, and the staff of the five County supervisorial districts to review proposals benefiting unincorporated areas and to make funding recommendations to the Board of Supervisors.
- n The County of San Bernardino Board of Supervisors will hold a public hearing to consider all funding recommendations and approve CDBG projects. This hearing is anticipated for late March or early April, 2008. Contact CDH for the scheduled date.

The Board of Supervisors has the final decision authority in funding County CDBG Program Proposals. The deadline for submitting project proposals is Friday, **December 14, 2007**. (Application forms must be received by CDH no later than 5:00 p.m. PST at the office listed below, or must be postmarked by this date.)

For more information, please contact:

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